

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF MISSOURI

**VACANCY ANNOUNCEMENT**

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**Vacancy & Salary Schedule: Receptionist/Generalist Clerk**

**CL-24 Starting Salary Range \$26,010- \$32,516**

**Based on Qualifications**

**With Promotion Potential to CL-25 (\$28,734-\$46,684)**

**Announcement Date: May 11, 2001**

**Closing Date: May 25, 2001**

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**Position Overview:** This position is located in the Intake Department at the Bankruptcy Court's Clerk's Office in St. Louis, Missouri. Primary responsibilities include answering telephone, assisting customers, performing quality assurance functions, responding to case status and bankruptcy inquiries, receiving and routing case files via an automated case tracking system, and assisting with various administrative and clerical tasks.

**Qualification Requirements:** The chosen candidate must have a high school diploma, or the equivalent, and two years of specialized experience with at least one year at the CL-23 level. A post high school degree is preferred. Proven ability to work in a multi-task, technologically advanced environment is desired. The applicant must have excellent communication and telephone etiquette skills, and be willing to fully participate in a team-oriented work environment. Qualified applicants must be able to demonstrate a history of successful interactions with judicial officers, members of the Bar, other federal agencies, and the general public.

**General Experience:** Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

**Specialized Experience:** Is defined as progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position. Excess specialized experience may be substituted for required general experience.

**Educational Substitutions:** Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals 9 months of experience.

**Employee Benefits:** The U. S. Bankruptcy Court offers excellent opportunities for training and career development. Court employees are covered by the Court Personnel System (CPS). Leave accrual, health benefits, life insurance benefits and retirement benefits are comparable to civil service. This position is subject to mandatory electronic fund transfer participation for payment of net pay. This Court is an equal opportunity employer.

**How to Apply:** Submit a detailed resume and cover letter to:

Confidential 01-9  
Beth Pfister, Human Resource Specialist  
U. S. Bankruptcy Court  
Eastern District of Missouri  
111 South 10<sup>th</sup> Street, 4<sup>th</sup> Floor  
St. Louis, Missouri 63102